



OKLAHOMA NATIONAL GUARD  
**JOINT FORCE HEADQUARTERS**

3501 MILITARY CIRCLE  
OKLAHOMA CITY OK 73111-4398  
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Workplace Violence, Threats, and Abuse

1. The safety and security of all Oklahoma National Guard (OKNG) employees and personnel is a high priority. Threats, threatening behavior, acts of violence, or abuse against employees, visitors, guests, or other individuals by anyone on OKNG property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and/or prosecution.
2. Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or abuse on OKNG property shall be removed from the premises as quickly as safety permits and shall remain off OKNG premises pending the outcome of an investigation. The OKNG will initiate an appropriate response. The response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.
3. No existing OKNG policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.
4. All OKNG personnel are responsible for notifying the Workplace Violence, Threats, and Abuse Management Team of any threats or abusive behaviors, which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat or abusive behavior, personnel should also report any behavior they have witnessed which they regard as violent, threatening, or abusive when that behavior is job related or might be carried out on any agency controlled site or is connected to agency employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s), who were threatened or were the focus of the threatening behavior. A list of the Workplace Violence, Threats, and Abuse Management Team members is enclosed.

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5. The OKNG understands the sensitivity of the information requested when reporting a threat or violent act, so we have developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

6. The policy concerning Workplace Violence, Threats, and Abuse applies both on and off duty.

7. The primary point of contact for this action is CW5 Ronald Petty, State Equal Employment Manager, at (405) 228-5274 or DSN 628-5274.

FOR THE COMMANDER IN CHIEF:

Encl  
as

  
HARRY M. WYATT III  
Major General, OKANG  
The Adjutant General

DISTRIBUTION:  
AAF

Oklahoma National Guard  
Workplace Violence, Threats, and Abuse Management Team

State Equal Employment Manager (OKHR-EEO) (405) 228-5274 or DSN 628-5274	CW5 Ronald Petty
State Inspector General (OKIG) (405) 228-5269 or DSN 628-5269	COL Marshall Fite
State Judge Advocate (OKJAG) (405) 228-5638 or DSN 628-5638	LTC Steve Elliott
State Safety Office (OKSAFE) (405) 228-5003 or DSN 628-5003	CPT Travis Ward
HRO, Employee Services (OKHR-ES) (405) 228-5527 or DSN 628-5527	Capt James Baxter
HRO, AGR Management (OKHR-AGR) (405) 228-5256 or DSN 628-5256	LTC Louis Wilham
HRO, Labor Relations (OKHR-LR)	Capt James Baxter Lt Col Shirley Kyles
Security (OKDCSSOPS-MS) (405) 228-5266 or DSN 628-5266	Lt Col (Ret) Mary Burgher
State Support Chaplain (JFHQ-CH) (405) 228-5178 or DSN 628-5178	CPT (CH) Brad Hanna
State Family Program Director (OKJ1-FPO) (405) 228-5036 or DSN 628-5036	MAJ Lindy White
Executive Staff Support Officer (ESSO) (405) 228-5664 or DSN 628-5664	Lt Col Kelly Cobble
Oklahoma State Resource Manager (405) 228-5134 or DSN 628-5134	Lt Col Brent Wright
Deputy Director, HRO (OKHR-PM) (405) 228-5578 or DSN 628-5578	Lt Col Shirley Kyles
Executive Officer, Joint CofS (OKCofS) (405) 228-5600 or DSN 628-5600	LTC David Jordan